



-806- *Student Administration*



Student Administration

Phases:

- **Predeparture**
- **Training**
- **Past-Training**



Pre-departure Phase

- **Selection**
 - **Prerequisites**
 - **Testing/screening**
- **Documentation**
 - **Biographical data**
 - **Invitational Travel Order (ITO)**
 - **Passport/visa**
- **Travel arrangements**
- **Arrival message**
- **Pre-departure briefing**



Student Selection Criteria

- **Leadership potential**
- **Utility/retainability**
- **Ability to train others**



Testing/Screening

- **Language**
- **Physical fitness**
- **Medical**
- **Security**



Biographical Data

- Provided on **DD Form 2339** (IMSI form) for all **Officer** students, **NLT 10 days before** report date (unless otherwise specified in MILDEP Section)
- **Distribution**
 - Each training installation
 - MILDEP specific
- Installation need not retain after depart



Passports and Visas

- Country issues passport and requests visa for **entire duration** of training
- SAO “facilitates” issue of visa
- Non-NATO IMS and dependents issued **“A-2”** visa
- **“B”** visas are not appropriate
- NATO dependents **“NATO-2”** visa, NATO CIV’s **“NATO-6”** visa
- Multiple entry visa if required



Arrival Message

- **15 days prior** to report date (30 days if accompanied)
- **Key to student reception**
- **First training location**
- **Arrive during duty** day/week



Briefing and Orientation

- SAO supposed to **thoroughly** brief before departure
- Provide **written** as well as **oral**
- Will also to be briefed upon **arrival** at training installation
- **Importance** of briefings cannot be over emphasized
- In-country brief reproduced in Country's language (if possible)



Briefing Content (JSAT)

Passport/Visa

Travel

Baggage

Reporting Info

IMSO (Who)

CLO/DAT

Military Records

Changes to Training

Tax Free

ECL Testing

Clothing

Money

Vehicles

Standards

Dependents

Military Status

Leave Policy

Postal Facilities

Off-Duty Employment

Instructional Materials

**Military, Social, Athletic
Privileges**

Medical Care

Military Courtesy

**Student Instructor
Relationship**

Disciplinary Issues

Cultural Differences

Quarters

Military Meals

ITO Authorizations

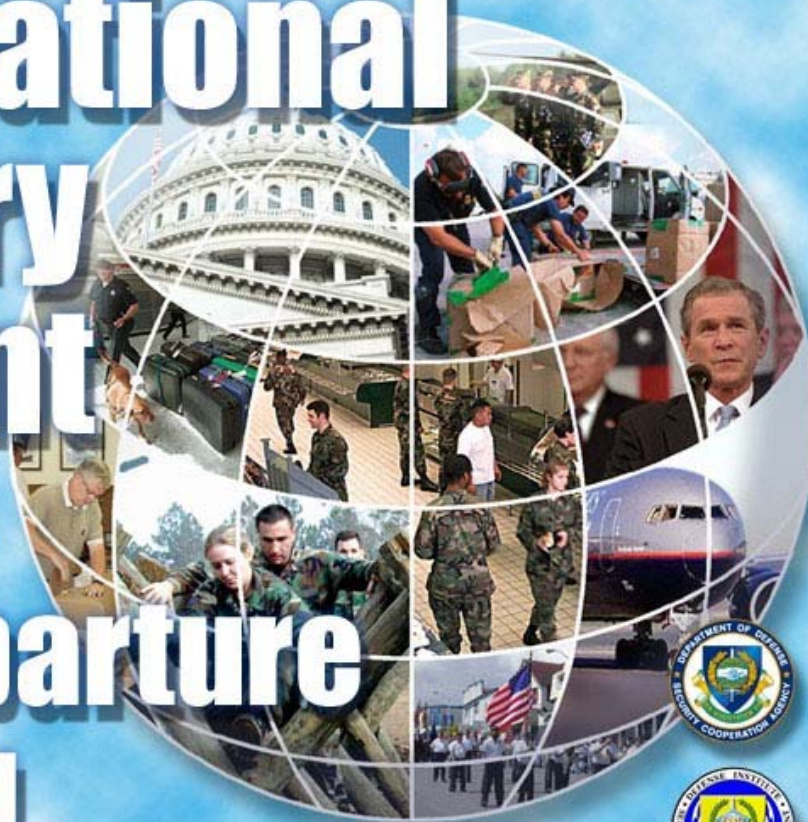
Religious Services



International Military Student Pre-Departure Briefing CD

International Military Student

Pre-Departure Briefing





IMS Pre-Departure Briefing CD (Cont'd)

IMS

IMS Pre-Departure Briefing

ITO (IMET Version) Block 6 - Student Information Section 6 of 9 Page 7 of 18

6. IMS Information:

a. Name:	VULKE, Hadin		
b. Sex:	Male	c. Country Service Rank.:	MAJ
d. U.S. Equivalent Rank/Pay Grade:	MAJ		
e. Country Service:	Army		
f. Country Service No.:	OF100096	g. Date of Birth:	10-Jan-58
h. Place of Birth:	Harare, Bandaria	i. Passport No:	3829456

7. Invitation:

The Secretary of the Department of the Army invites the IMS listed in item 6, this order, to proceed on or about 08-May-02 from Bandaria to SAN ANTONIO TX 78236-5259 for the purpose of commencing training listed in item 8, below.

8. Authorized Training: No additional training to that specified in this order will be provided.

L WCN:	1004L	RCN:	KG50	MASL:	B177009	TITLE:	ENGLISH LANGUAGE CRSE
Military Service Course No.:	ELS	School:	DEF LANG INST ENG LANG CEN				

Block 6: IMS Information: Information about you, the International Military Student, or "IMS".



Training Phase

- **Reception**
- **Orientation**
- **Testing**
- **Training**
- **DoD Informational Program**
- **Academic Report**
- **Retainable Instructional Materials**
- **Role of IMSO**
- **Assistance of Country Liaison Officer (CLO)/Defense Attache (DAT)**



IMSO Responsibilities

JSAT 10-7

- Provide **info packet** to SAO (Web vs. Mail)
- Maintain **biographical** records on student
- **Meet/transport** arriving students (if possible)
- **Brief** students
- Procedures to **avoid indebtedness**
- **Maintain** and **transmit** student records
- Appropriate installation **arrival/clearance** procedures



Responsibilities to IMS

- Obligation to **teach authorized training**
- Fostering of **friendly relations** w/IMS
- Genuine display of **hospitality**
 - Interest in welfare
 - Personal assistance as required
- Essentially, treated **like U.S. counterpart**
- Insure **rights** are protected--you are the IMS primary advocate



Channels of Communication

- Direct communication between SAO and training installation authorized for **routine admin matters only** (ITO's, bio data, security clearance, travel)
- Installation must commo all matters involving **"policy determination"** to MILDEP (no prior commitment)
- Identify message with - **IMS name, country, WCN, FY, (FMS case)**
- SAO/Unified Command will be info'd when **"controversial"** IMS matter



Reporting IMS Problems

- **Reported initially by *phone***
 - Hospitalization
 - Requirement to reschedule training
 - Accident reports
 - Emergency leave/other welfare
 - AWOL
 - Event w/internat implications (dissatisfaction w/envirom or social accept)
- **Keep MILDEP informed (*written report* if needed)**
- **Academic deficiencies to MILDEP w/copy to SAO and Unified Command**



Disclosure of Classified Info

- IAW **MILDEP** policy on need to know basis
- Only that **necessary to training** mission
- Only those countries **specifically authorized** by MILDEP
- Only on weapon system/equipment **owned** by country or firm intent to buy
- Disclosure of **COMSEC** info IAW MILDEP reg
- Disclosure of NATO info upon receipt of access certificate IAW treaty regulations



Unauthorized Commitments

JSAT 10-3

- Do not make **any training commitment** to IMS or other country representative
- No agreement w/regard to:
 - Curriculum
 - Type of training
 - Length of stay in U.S.
- Refer to MILDEP for resolution



ID Cards

- To **IMS** and **ITO authorized** *accompanying* dependents
- **DD form 2765** or Common Access Card (CAC)
- Issued at **first** training activity - ITO endorsed
- Surrendered during out-processing at **last** training installation
- Valid in **CONUS only**
- Not issued to international civilian students - use ITO and Installation Cmdr letter



Dependents

- **Not** encouraged, **except** certain courses
- **Won't** alter IMS status or impose unnecessary burden on training installation
- Should acquire **housing before** family arrives
- **No** dependent expenses funded by SATP
- **Higher** living allowance rate for specified courses only, including preceding/following courses
- Exchange, commissary, medical privileges for **ITO authorized dependents only**



Physical Training (PT)

- **Will participate** in "PT" if successful course completion depends on it (Ranger, Airborne, etc.)
- All other IMS will be **"encouraged"** to participate - not considered requirement for graduation



Indebtedness

- **Avoidance** (billeting example)
 - Payment procedures discussed during in-proc
 - Billeting notifies IMSO of delinquent accts
 - Billeting clearance required in out-processing
- **Meet w/IMS, CLO, other Senior Rep to determine responsibility**
 - If w/in IMS control - counsel, payment plan
 - If not resolved - notify installation Cdr.
 - If not resolved - notify MILDEP



Post-Training Phase

- **Return travel arrangements and return arrival information**
- **Debriefing**
- **Utilization (IMET funded training)**
- **Retainable instructional materials**
- **Academic record**



Training De-Brief

- Low key effort to **determine** any **problems**, etc.
- Written or oral
- Also recommended for SAO



What is RIM???

- Materials **issued to and retained by** the IMS
- **(SATFA Message)** Course director is to identify material supporting objective of IMS returning to country to “assist in establishing self-sufficient cadre training base”



Retainable Instructional Materials (RIM)

(JSAT 8-10)

- IMISO **"assists"** in packing
- **No** personal effects
- **SAO** mailing address from ITO
- ITO No., WCN, IMET prog/FMS case **on label**
- No student name on **outside**
- Copy of **ITO** inside



Academic Records

JSAT 10-7

- **Transmit** personnel/training **records** to gaining command asap (IMS cannot handcarry)
- Last training installation **forwards to SAO** nlt 60 days following graduation
- Individual **flight** and unclassified **medical** records **may be handcarried** by IMS. Last installation forward to SAO.



Academic Reports

JSAT 10-9

- Draft JSAT authorizes the **DD Form 2496**
- Required for each student
- Academic report is *important* to country for promotion purposes (just like U.S.):
 - Individualized, accurate, etc.
 - Avoid repetitive comments
 - Be honest, do not inflate



Academic Reports (Cont'd)

JSAT 10-9

- **Don't release grades or class standing except (unless authorized by MILDEP):**
 - To student
 - If student is first in class standing
- **Distribute IAW MILDEP guidance**



Service Unique Considerations

- **Use JSAT *generic* information provided in first part of chapter, then check your MILDEP section...for Chapter 10...**
- **Army - Section VII, Para 10-56**
- **Navy - Section VIII, Para 10-82**
- **Air Force - Section IX, Para 10-109**



Student Administration